



## ***City of Boiling Spring Lakes***

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Boiling Spring Lakes, NC 28461

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### **Special Events Committee Meeting Minutes February 11, 2015 6:00 P.M.**

**ATTENDANCE ~** Michelle Hennessy, Chairman, Karen Johnson, Elizabeth Snyder, Amanda Creel

**ABSENT ~** Melina Trivette

**COMMISSIONER LIAISON:** Barbara Glidden (absent), David Putnam (attended)

**STAFF:** Pamela Bellina, Administrative Assistant

#### **I. CALL TO ORDER ~**

The regular monthly Special Events Committee Meeting was held at City Hall on February 11, 2015. Chairman Michelle Hennessy called the meeting to order at 6:03 p.m.

#### **II. APPROVAL OF AGENDA ~**

Michelle Hennessey requested to add: Old Business ~ C. Holiday Tree

A motion was made by Elizabeth Snyder and seconded by Karen Johnson to approve the agenda as amended.

**Vote: 4 – 0; Motion Carried**

#### **III. APPROVAL OF MINUTES ~**

A motion was made by Amanda Creel and seconded by Elizabeth Snyder to accept the December 10, 2014 minutes as written.

**Vote: 4 – 0; Motion Carried**

#### **IV. ANNOUNCEMENTS ~**

Elizabeth Snyder announced she may be taking a new job which would force her to resign from the Committee. She has not yet made her decision whether she will take the position but will notify Michelle Hennessey as soon as she does. Elizabeth stated she would volunteer to help with the events.

Michelle Hennessey announced that Commissioner Stilwell would like to award the first scholarship of the Officer Mitch Prince Scholarship Fund at the Battle of the Bands. The Committee members were in agreement with presenting the award at the Battle of the Bands since Special Events started it and Battle of the Bands is a main supporter of the Scholarship Fund.

#### **V. OLD BUSINESS ~**

##### **A. Finalization of the Dates ~**

Bon Cantrell from the Parks and Recreation Advisory Board appeared at the meeting to ask if the Special Events Committee would like to co-host a Christmas flotilla event. The Committee members and Bon Cantrell discussed changing the date of the event to a July 4<sup>th</sup> event since there are many Christmas/Holiday events in December. Bon suggested fundraising for the event and perhaps entertaining the idea of fireworks. Bon anticipates asking the Parks and Recreation Advisory Board to also help with the event. Commissioner Putnam mentioned an impromptu flotilla they planned in just a few days last July 4<sup>th</sup> and how much fun they had. Bon suggested having food, music, entertainment for the kids and then once it gets dark, the flotilla. The members discussed whether or not to have it during the same day as Southport's event and there was lengthy discussion about having fireworks at the event. Commissioner Putnam suggested the two committees speak with the City Manager and the Fire Chief about the possibility of having fireworks. Karen Johnson stated she has a contact for fireworks. Bon Cantrell will speak with his committee about working with Special Events to move forward with the 4<sup>th</sup> of July Flotilla and to start discussing ideas for the event.

The Committee members reviewed the tentative dates for this year's event and finalized the dates. The events and dates are as follows:

**Spring Bicycle Run** – date is okay ~ April 11.

**Spring Fling** – Tentative date scheduled will be during prom weekend. The members discussed other dates so as not to conflict with Mother's Day or Memorial Day weekends and decided May 2 was the best date.

**Battle of the Bands** – date is okay ~ June 20.

**4<sup>th</sup> of July Flotilla** – possible new event co-hosted with Parks and Recreation Advisory Board ~ tentatively scheduled for July 4 pending further discussion between the two committees.

10. **Mayor's Golf Tournament** – date is okay ~ August 22 with a workshop on July

**9/11 Memorial Bike Run** – coincides with Founder's Day in Leland but keeping the date of September 12.

**Haunted Hayride / Fall Festival** – date is okay ~ October 17.

**Annual Tree Lighting** – date is okay ~ December 5.

Elizabeth Snyder will start to prepare the calendar of events flyer. Karen Johnson will contact the local radio/television stations and post the events on their community events boards.

**B. Mission Statement** ~ Karen Johnson revised and updated the Mission Statement and gave the members copies of the revised statement. Karen wanted to add more information and asked the members to provide her with their comments on the revised statement.

**C. Holiday Tree** ~ Michelle Hennessey stated the Holiday Tree is dying. Michelle spoke with Ernie Siriani, Building and Grounds Maintenance, about replacing the tree. Ernie will locate a replacement tree and advise the Committee with his findings.

## **VI. NEW BUSINESS ~**

**A. Spring Bicycle Run** ~ The committee members discussed making three or four more signs for the event. The entertainment will be Dennis Walton. Karen Johnson reminded that the Committee needs to purchase a CD player to connect to the equipment. Michelle suggested Karen get prices for a player compatible with their PA system. The route was discussed and it was decided to keep it the same as last year. They discussed having a blessing of the bikes. Special Events will ask the Fire Department to participate again this year. The Committee also discussed what food and drinks they will have at the event and tasked Amanda Creel with contacting Domino's and Papa John's for their pizza prices.

The members discussed to whom they would donate the funds raised from the event and asked Commissioner Putnam if he knew of a person or group that was in need. Commissioner Putnam recommended the Seabee's as they were in need of help. It is a group of retired veterans who build handicap ramps for individuals in need.

A Motion was made by Elizabeth Snyder and seconded by Karen Johnson to donate the funds raised from the Spring Bicycle Run to the Seabees.

**Vote: 4 – 0; Motion Carried**

**B. Spring Fling** ~ Michelle Hennessey stated they had to get the vendor letters out soon but thought the Committee should decide what they want to do for the event and especially what food they would serve. The Committee members decided to table the matter until the next meeting to discuss.

A Motion was made by Karen Johnson and seconded by Amanda Creel to table Spring Fling planning discussion until the March meeting.

**Vote: 4 – 0; Motion Carried**

**VII. PUBLIC COMMENT ~**

None.

**VIII. ADJOURNMENT ~**

A Motion was made by Karen Johnson and seconded by Elizabeth Snyder to adjourn the meeting at 7:13 PM.

**Vote: 4 – 0; Motion Carried**

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Respectfully submitted,

Pamela Bellina, Administrative Assistant